

# APPROVED

May 18, 2004

## Michigan State Administrative Board

Lansing, Michigan

April 20, 2004

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, April 20, 2004, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson  
Dennis Fox, Conservation Policy, representing John Cherry, Lt. Governor  
Patrick F. Isom, Assistant Attorney General, representing Michael A. Cox, Attorney General  
Mary G. MacDowell, Director of the Financial Services Bureau, representing Jay B. Rising, State Treasurer  
Brian DeBano, Chief of Staff, representing Terri Lynn Land, Secretary of State  
Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction  
Wayne Roe, Jr., Administrator, Contract Services Bureau, representing Gloria Jeff, Director, Department of Transportation  
Sherry Bond, Secretary

### Others Present:

Socorro Guerrero, Daphne Johnson, Tom Schimpf, Dan Sonneveldt, Department of Attorney General; James Burris, Sean Carlson, Janet Rouse, Department of Management and Budget; John K. McGraw, Department of Military and Veterans Affairs; Duane Berger, Tim Hanson, Shelley Mull, Joe Pavona, Chris Thomas, Sally Williams, Department of State; Jean Ingersoll, Pam Lavender, Darby Schlagheck, Department of Transportation; Don VanSingel, Governmental Consultant Service; Christie Brandau, Nancy Robertson, Library of Michigan; Jerry Crandall, MIRS; Chris Harkins, Senate Majority Policy Office; Brian O'Connell, Senator Johnson's Office;

### 1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

### 2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Ms. Wolenberg moved the minutes of the State Administrative Board for the regular meeting of April 6, 2004 be approved as distributed. Mr. Fox supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

NONE

4. COMMUNICATIONS:

NONE

5. UNFINISHED BUSINESS:

1. DEPARTMENT OF ATTORNEY GENERAL

- |    |                                     |   |
|----|-------------------------------------|---|
| 1) | Erin Heather House<br>Ann Arbor, MI | \$ 50,000.00 Total<br>100% Federal Grant Funding<br>Special Assistant Attorney General for<br>Domestic Violence Prosecution in the<br>Counties of Antrim, Leelanau and Grant  |
| 2) | Michael D. Findlay<br>Wakefield, MI | \$ 56,000.00 Amendment<br>\$ 80,000.00 New Total<br>100% Federal Grant Funding<br>Special Assistant Attorney General for<br>Domestic Violence Prosecutions in the<br>Counties of Charlevoix, Cheboygan,<br>Emmet and Ostego |
| 3) | Standard and Poors<br>Novi, MI      | \$ 50,000.00 Total<br>100% DEQ Interact Funding<br>Expert Witness Contract in the matter of<br>Richfield Landfill, Inc. versus State of<br>Michigan   |

Mr. Isom moved the items tabled at the regular State Administrative Board meeting of April 6, 2004 be approved. Mr. DeBano supported the motion, and it was unanimously adopted.

6. NEW BUSINESS:

**Certified Retention and Disposal Schedule(s)**

BAY COUNTY, 3/19/2004

**Retention and Disposal Schedule(s):**

DEPARTMENT OF CORRECTIONS

Correctional Facilities Administration, 2/20/2004

Education and Prisoner Programs Section, 2/18/2004

Finance Division, 3/12/2004

Mr. Fox moved the State Administrative Board approve the Certified Retention and Disposal Schedules and the Retention and Disposal Schedules. The motion was supported by Ms. Wolenberg and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:  
(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Reports for the regular meeting of April 13, 2004 and the special meeting of April 20, 2004.

Mr. Roe explained Item 3s of the supplemental F&C agenda of April 13, 2004 as a contract for replacement of passenger vehicles that are past retention age. The State is not obligated to purchase these vehicles and they will only be purchased with available budgeted dollars. The contract was competitively bid and there will be no growth in the MDOT vehicle fleet. MDOT has decreased their fleet by 154 vehicles and the Department supports this contract.

Mr. Keenan asked if this was an authorization to purchase the vehicles with restricted trunkline funds.

Mr. Roe said yes.

Mr. Isom said Executive Directive 2003-7 was not addressed at the committee level. He said he would like to refer this back to the Committee to assure that this purchase is in compliance with Executive Directive 2003-7 and Executive Directive 2003-18.

Mr. Keenan asked Mr. Isom if he had advised MDOT of the situation.

Mr. Isom said he had just learned of the situation.

Mr. Keenan asked if this was a set up and said Mr. Isom shouldn't wait until the last minute to mention matters like this. He said Mr. Isom had an ethical obligation to advise his client as soon as possible.

Mr. Isom said this would have been a DMB contract and his office would not have been consulted on it.

Mr. Keenan asked if this was an attempt to "mess with" MDOT.

Mr. Isom said the language is specific – this can't be done unless there is a change to the executive directive.

Mr. Keenan asked whether this could be approved contingent upon review.

Mr. Isom said it needs to go back to the committee.

Ms. Wolenberg said this item did go through the Finance and Claims Committee and she was uncomfortable with it going back to committee.

Mr. Isom said the language is plain – the executive directive needs to be amended to purchase vehicles.

Mr. DeBano moved that Item 3s of the supplemental F&C agenda of April 13, 2004 be referred back to the F&C Committee. Mr. Isom supported the motion, but it failed after aye votes by Mr. DeBano and Mr. Isom and nay votes by Ms. MacDowell, Mr. Fox, Mr. Keenan, Ms. Wolenberg, and Mr. Roe.

After review and discussion of the forgoing Finance and Claims Committee Reports, Ms. MacDowell moved that the Finance and Claims Committee Reports covering the regular meeting held April 13, 2004 and the special meeting held April 20, 2004 be approved and adopted. Ms. Wolenberg supported the motion, and it passed after aye votes by Ms. MacDowell, Mr. DeBano, Mr. Fox, Mr. Keenan, Ms. Wolenberg, and Mr. Roe, and 1 abstention by Mr. Isom on Item 3s only of the supplemental F&C agenda of April 13, 2004.

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Ms. MacDowell presented the Building Committee Report for the regular meeting of April 14, 2004. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held April 14, 2004 be approved and adopted. The motion was supported by Mr. Fox and unanimously approved.

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Mr. DeBano presented the Transportation and Natural Resources Committee Report for the regular meeting of April 14, 2004. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. DeBano moved that the Transportation and Natural Resources Committee Report covering the regular meeting held April 14, 2004, be approved and adopted. The motion was supported by Ms. Wolenberg and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Ms. MacDowell moved to adjourn the meeting. The motion was supported by Ms. Wolenberg and unanimously approved. Mr. Keenan adjourned the meeting.

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SECRETARY

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CHAIRPERSON